

APPLICATION FOR EMPLOYMENT

UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Type or print all information. If your application does not provide all information requested on this form and/or in the job vacancy announcement, you may lose consideration for a job. You may attach a resume to this application form; however, this form **must** be completed **in full**.

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1. Job Title Applying For: _____
 2. Lowest Pay Acceptable: _____
 3. Name (Last, First, Middle): _____
 4. Social Security Number: _____
 5. Place of Birth (Include City & State or Country): _____
 6. Date of Birth (mm/dd/yy) [Complete only if you are applying for a law enforcement officer position]: _____
 7. Other Names Ever Used (i.e., Maiden Name, Nickname, etc.): _____
 8. Mailing Address: _____
City/State/Zip: _____
 9. Phone Numbers (Include Area Code) Work: _____
Home: _____
 10. In what geographic area(s) within the District are you willing to work? _____
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11. **WORK EXPERIENCE:**

Describe your current or most recent job in block a) and work backwards, describing each job you held during the past 10 years -- or beyond 10 years **if** job functions relate to the job for which you are applying.

If you were unemployed for longer than three months within the past 10 years, list the dates and your addresses in an experience block. You may sum up in one block work that you did more than 10 years ago, but if that work is related to the type of job for which you are applying, describe each related job in a separate block. Include non-paid/volunteer work **if** the work is related to the job for which you are applying.

If you need more experience blocks, use a sheet of paper (include your name, Social Security Number, and item number on each sheet).

a) Job Title (if Federal, include Grade or CL): _____

Dates Employed -- From (mm/dd/yy): _____ To (mm/dd/yy): _____

Salary: \$ _____ per _____ Hours Per Week: _____

Employer's Name: _____

Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving: _____

Describe Duties and Accomplishments: _____

b) Job Title (if Federal, include Grade or CL): _____

Dates Employed -- From (mm/dd/yy): _____ To (mm/dd/yy): _____

Salary: \$ _____ per _____ Hours Per Week: _____

Employer's Name: _____

Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving: _____

Describe Duties and Accomplishments: _____

c) Job Title (if Federal, include Grade or CL): _____

Dates Employed -- From (mm/dd/yy): _____ To (mm/dd/yy): _____

Salary: \$ _____ per _____ Hours Per Week: _____

Employer's Name: _____

Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving: _____

Describe Duties and Accomplishments: _____

d) Job Title (if Federal, include Grade or CL): _____

Dates Employed -- From (mm/dd/yy): _____ To (mm/dd/yy): _____

Salary: \$ _____ per _____ Hours Per Week: _____

Employer's Name: _____

Address: _____

Supervisor's Name: _____

Phone Number: _____

Reason for Leaving: _____

Describe Duties and Accomplishments: _____

12. May we contact your current supervisor? (If we need to contact your current supervisor before making a job offer, we will contact you first.)
.....Yes [] No []

13. **EDUCATION:**

- a) Mark Highest Level Completed:

Some HS	[]	Bachelor	[]
HS/GED	[]	Master	[]
Associate	[]	Doctoral	[]

- b) Last High School or GED School: _____
City/State/Zip (if Zip known): _____

Year Diploma or GED Received: _____

- c) Colleges and Universities Attended (Do not attach a copy of your transcript unless requested.)

1) Name: _____
City/State/Zip: _____
Semester Credits Earned: _____ Majors: _____
(or)
Quarter Credits Earned: _____
Degree (if any) _____ Year Received: _____

2) Name: _____
City/State/Zip: _____
Semester Credits Earned: _____ Majors: _____
(or)
Quarter Credits Earned: _____
Degree (if any) _____ Year Received: _____

3) Name: _____
City/State/Zip: _____
Semester Credits Earned: _____ Majors: _____
(or)
Quarter Credits Earned: _____
Degree (if any) _____ Year Received: _____

14. **OTHER QUALIFICATIONS:**

Job-related training courses (give title and year). Job-related skills (other languages spoken and/or written [specify what language], computer software/hardware, office equipment/ machines, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not provide supporting documents unless requested.

15. **REFERENCES:**

List three people who are not related to you and are not supervisors you listed under Item 11 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

- a) Name of Reference: _____
Address: _____
Phone: _____ Work: _____ Home: _____
- b) Name of Reference: _____
Address: _____
Phone: _____ Work: _____ Home: _____
- c) Name of Reference: _____
Address: _____
Phone: _____ Work: _____ Home: _____

16. **BACKGROUND INFORMATION:**

a) Are you a U. S. Citizen?..... **YES [] NO []**

b) Were you ever a Federal civilian employee?..... **YES [] NO []**

If "YES", provide the following information:

Highest Grade/CL: _____ From (mm/yy): _____ To (mm/yy): _____

c) Have you ever served in the United States Military Service? (If your only active duty was training in the Reserves or National Guard, answer "NO".)..... **YES [] NO []**

If "YES", provide the following information:

Branch: _____ From (mm/dd/yy): _____ To (mm/dd/yy): _____

Type of Discharge: _____

d) Have you ever been convicted, been imprisoned, been on probation, or been on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES", use Item 18 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved..... **YES [] NO []**

e) Have you ever been convicted by a military court-martial? (If no military service, answer "NO".) If "YES", use Item 18 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved..... **YES [] NO []**

f) Are you now under charges for any violation of law? If "YES", use Item 18 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved..... **YES [] NO []**

g) Were you ever fired from a job for any reason, did you quit after being told that you would be fired, did you leave a job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? If "YES", use Item 18 to provide the date, an explanation of the problem and reason for leaving, and the employer's name, address, and phone number..... **YES [] NO []**

h) Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U. S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES", use Item 18 to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt..... **YES [] NO []**

17. **ADDITIONAL INFORMATION:**

a) Do any of your relatives work for the U. S. Government or U. S. Armed Forces? (Include father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES", use Item 18 to provide the name, relationship, and the agency for which your relative works..... **YES [] NO []**

b) Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia service?..... **YES [] NO []**

18. **CONTINUATION SPACE:**

Provide details requested in Items 16 and 17 in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses.

19. **APPLICANT CERTIFICATION:**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any part of this application may be grounds for not hiring me, or for firing me after I begin work. I understand that any information I give may be investigated.

Signature: _____

Date Signed: